

CITY OF GLENDALE

TITLE:	Senior Equipment Mechanic Specialist	CLASS CODE:	806
REPORTS TO:	Landfill Supervisor, MRF Supervisor or Shop Supervisor	GRADE:	25
DEPARTMENT:	Field Operations	FLSA:	N
JOB SPECIFICATION DATE: July 6, 2009 ajw			

JOB SUMMARY

Depending on assignment, performs vehicle and equipment repair in one of the following specialized areas: heavy gasoline and diesel powered equipment repair, electrical systems, transmission repairs, industrial and construction equipment repair, or fire fighting and rescue equipment repair and/or may perform maintenance, major repair and installation work including industrial electrical repair, disassembly, overhaul and re-assembly of a variety of machines and equipment used in the recycling process or landfill operation. Provides lead direction to laborers, equipment operators, service workers and/or equipment maintenance technicians.

ESSENTIAL FUNCTIONS

1. Provides lead training and assistance to laborers, service workers, specialists, mechanics and/or equipment maintenance technicians.
2. Disassembles equipment and sub-assemblies and inspects parts for wear or damage using precision measuring tools and equipment.
3. Analyzes mechanical problems, makes the final decision on maintenance procedures.
4. Replaces worn or damaged parts and reassembles and tests units in accordance with technical manuals and established standards.
5. Schedules and implements preventative maintenance procedures in accordance to manufacturer's guidelines.
6. Determines parts and materials required to maintain the equipment
7. Prepares schedules for routine preventative maintenance to minimize equipment down time.
8. Tests, replaces and or repairs electric motors, motor controls and hydraulic components in accordance to manufacturer's recommendations.
9. Tests equipment and/or vehicles using diagnostic tools to determine problem and resolution of problem.
10. Assists technicians in diagnosing and repairing all types of gasoline and diesel powered equipment. Performs maintenance repairs and service as needed.
11. Fabricates parts and equipment including mounts, brackets and shields.
12. Inspects work-in-progress, authorizes parts requests, and verifies status of ordered parts. Determines if parts will be repaired or replaced.
13. Maintains accurate records of work activities and materials used and makes oral or written reports on work and equipment status as required. Monitors repair orders for completeness and accuracy requesting changes when required.
14. Diagnoses, maintains, repairs and rebuilds or adjusts air, hydraulic brakes, hydraulic and electrical systems and components, computerized engine and transmission controls, power trains, gas and diesel engines, cooling systems, air conditioning and steering components.
15. Performs preventative maintenance, repairs and welding on landfill compactors, scrapers, bulldozers, graders, and specialized off-road equipment.

16. Prioritizes and schedules heavy equipment for contracted repair, and may serve as the point of contact for the city on repairs.
17. Uses and disposes of hazardous materials according to established guidelines.
18. Replaces high and low pressure hydraulic hoses.
19. Hard-facing of hammers in the wood waste grinder.
20. Acts for the Shop Coordinator in his/her absence.

SECONDARY FUNCTIONS

21. Performs other related work as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The principles and practices of the mechanical trades or heavy equipment repair, including the use and care of tools and equipment

Occupational hazards and safety procedures associated with mechanical maintenance work, industrial electricity, hydraulics and heavy equipment

Welding and welding techniques used for heavy equipment

Proper use and disposal of hazardous materials in accordance with established guidelines

Ability to:

Research information regarding special parts and identify ways to procure them

Diagnose and repair complex repair problems within accepted guidelines

Adapt tools and materials to special problems

Establish and maintain effective working relationships with staff, vendors, and the public

Communicate effectively verbally and in written work reports

Diagnose and correct equipment failures

Operate a computer and applicable software for vehicle maintenance reporting

Perform work efficiently in accordance with oral and written instructions, diagrams, blueprints and instruction manuals

Maintain established standards and quality of work

WORKING CONDITIONS

Work involves moderate to heavy lifting of parts and equipment, extensive walking, standing, bending, working in cramped and contorted positions, and exposure to seasonal weather conditions, exhaust fumes, chemical fumes, high noise levels, residential and commercial waste, acid, oil, grease and hazardous materials and equipment. Hazards may be reduced through the exercise of safety precautions.

MINIMUM QUALIFICATIONS

Technical trade school or completion of a formal apprenticeship program, and five years experience as a skilled equipment mechanic at journey level, in a specialized field of equipment repair including heavy gasoline and diesel powered equipment repair, hydraulic systems, electrical systems and industrial equipment including experience with gas and electric welding equipment.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's license

Must provide own tools

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale

Substance Abuse policy.

Some assignments will also require:

Class "A" Commercial Driver's license required at time of application or upon hire

Passenger, tanker and hazardous waste endorsements required within 60 days of hire

Will be required to work evening shift

Air conditioning repair certification

Ability to obtain emissions testing certification if required